



PERMITTING AND DEVELOPMENT REVIEW DIVISION  
FREDERICK COUNTY, MARYLAND

*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

Non-Residential Building Permit Application Information

*Tenant Occupancy Within a Previously Occupied Unit –*

*No Construction/Change of Use*

**Submittal Requirements**



1. Notarized letter of permission from the property owner, or a copy of a complete signed lease.



2. Completed Building Permit Application for Non-Residential Tenant Occupancy.



3. Print out of Maryland Assessments Real Property Data [www.dat.state.md.us](http://www.dat.state.md.us) for property.



4. Three (3) copies of floor plan for the tenant space. Include a sketch that shows the building layout with the location of the tenant space indicated, as well as occupancy of all surrounding tenant spaces.



5. When property is within an incorporated town, paperwork from the town is required before the Building Permit may be applied for. Please contact the town for information.



6. Payment of fees. Check or cash is accepted. All fees must be paid for at time of application.

**STEP ONE – APPLY FOR BUILDING PERMIT**

**Where to apply:** Applications are accepted in the Department of Permits and Inspections, at the above address.

**When Applications Are Accepted:** Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. Walk-Through Permit applications are accepted between 8:00am and 3:00pm, Monday through Friday.

**STEP TWO- OBTAIN AGENCY REVIEW APPROVALS**

**Plan Review Timeframes:**

- Walk-Through Permits. When the property is not served by individual well or septic, and the property is not within an incorporated town, the application may be processed as a Walk-Through Permit. Walk-Through Permit applications are accepted, reviewed, and issued within the same day, usually within hours.
- When an application is not eligible for walk-through processing, the review timeframe of the application by Plan Review and the Office of Life Safety is one week for their initial review comments for this type of application.

**Agency Review Status:** Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website [www.FrederickCountyMD.gov/DPDR](http://www.FrederickCountyMD.gov/DPDR).

**Permit Issuance:**

- Walk-Through Permits. When all reviews are completed, the approved permit packet will be prepared and issued when the applicant returns from obtaining approvals.
- Conventional Permits. When all reviews are completed, the issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested.

**STEP THREE – OBTAIN INSPECTION APPROVALS**

**Inspections:** The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible. Please note: when there is no construction involved, you are still required to have a minimum of two inspections – the Building final from the Building Inspector and the Fire final from the Office of Life Safety.

**Certificate of Occupancy:** The end result of the permitting process is the issuance of the Certificate of Occupancy, which is required for the tenant to legally occupy the tenant space. To obtain the Certificate, request and receive all necessary inspection approvals described in your packet.

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**Other Related Information for Tenant Occupancy:**

- **Food Service.** When food service is involved, contact Environmental Health Services Food Control Office at 301-600-2542 for additional requirements and inspections to be obtained. Visit their webpage at: <http://www.FrederickCountyMD.gov/index.asp?NID=75>.
  - **Business License.** The Clerk of the Circuit Court issues business licenses. For information, visit their webpage at: <http://www.courts.state.md.us/frederick.html> or phone 301-600-1976.
  - **Liquor License.** The Liquor Board issues liquor licenses. For information visit their webpage: <http://www.FrederickCountyMD.gov/index.asp?NID=1291> or phone 301-600-2984.
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FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW  
 DEPARTMENT OF PERMITS AND INSPECTIONS  
 30 NORTH MARKET STREET  
 FREDERICK, MARYLAND 21701  
 301-600-2313 INFORMATION



A/P #

Process

Date:

Application Reviewed

By (initials):

## Building Permit Application for NONRESIDENTIAL - TENANT OCCUPANCY

Please check one:

- ☐ New Tenant/No Changes  
☐ Change of Owner Only  
☐ New Tenant/Change of Use  
☐ New Tenant/Tenant Fit Out  
☐ Existing Tenant/Change to Space

Walk-Through Permits: If this application meets the following

qualifications, you may request a Walk-Through Permit Process:

- (1) Property is not within an incorporated town  
 (2) Property is not served by well or septic  
 (3) No construction is proposed, or construction is very minor with no change in use and no plumbing involved.

Walk-Through Request?

☐ Yes☐ No

### SECTION I: CONTACT INFORMATION

Proposed Occupant of Property, or Developer if none

"Trading As" Name of Occupant (A/P Name)

Current street address for above :

Town:

State:

Zip:

Daytime Telephone Number:

#### Permit Service

Name of Permit Service when applicable:

Street (mailing address) :

Town:

State:

Zip:

Contact Person for Permit Service (Applicant/Contact)

Daytime Telephone Number:

Contractor or Architect

Contractor or Architect information should only be completed when they are applying for the permit.

Please check one: ☐ Contractor ☐ Architect

Company Name:

Mailing Address for Contractor or Architect:

Street Address:

Town:

State:

Zip:

Contact Person for Contractor or Architect:

Contractor or Architect's Telephone Number:

Contractor or Architect's Fax Number:

Contractor or Architect's e-mail Address:

### SECTION II: PROPERTY INFORMATION

Current Property Owner(s):

Eight Digit Property Tax ID (account) # from Assessments

Acreage or Square Footage of Property: \_\_\_\_\_

Water Type:

Well ☐Community ☐

Sewer Type:

Septic ☐Community ☐

Property Address of Jobsite:

Town:

State:

Zip:

Subdivision Name:

Lot #

Is Property Within an Incorporated Town?

Yes\* ☐No ☐

\*Town paperwork must be submitted with this application.

Is this building situated

along a State Road

Y ☐N ☐

# BUILDING PERMIT APPLICATION FOR NONRES-TENANT OCCUPANCY - PAGE 2 OF 4

Type of Occupancy: \_\_\_\_\_  
(I.e., retail, office, restaurant, manufacturing, etc.)

Occupant Load: \_\_\_\_\_

Operating Hours for Occupant: \_\_\_\_\_

Number of stories: \_\_\_\_\_  
(that the Occupant leases)

Outdoor Storage?      Yes ☐      No ☐

If Yes, describe the type of Outdoor Storage:

Please List Rooms (I.e., offices, exam rm, lobby):  
Existing:      New:


Number of restrooms in leased tenant space: \_\_\_\_\_  
If none, describe provisions for sanitary facilities:

Describe Proposed Uses Not Listed As Rooms:  
(I.e., cellular equipment, outdoor dining area, etc.)


Has tenant space been previously occupied?  
Yes ☐      No ☐

If yes, what was the previous tenant use if known?

If no, please supply shell only or vanilla box permit #:

Work Related to Tenant Occupancy:

Any Plumbing Work Involved? Y ☐      N ☐

Any Electrical Work Involved? Y ☐      N ☐

Tenant Fit-Out or Existing Tenant - Change to Space:  
Please describe scope of work on next page.

Tenant Occupany Permits with No Construction may  
proceed to page four.

Cost of Construction: \_\_\_\_\_  
*includes electrical, plumbing, labor & materials for  
only the construction phase that is being applied for.*



**SIGNATURE PAGE**

**IMPORTANT - PLEASE READ CAREFULLY**

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

**Permit Application Extension :**

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. A request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

***Building Permits and Applications for Building Permits are non-transferrable and non-assignable.***

***Applicant is responsible for contacting the Health Department for Food Control Review if this application is for an establishment that is food related in any way. Contact Phone Number: 301-600-3166***

***Properties served by Frederick County Water and Sewer:  
Plumbing fixtures may not be added without benefit of a capacity permit from the Division of Utilities and Solid Waste Management.***

***This application is not an approval to perform any construction.  
This application is not an approval for Tenant to occupy.  
Permit must be issued, and all necessary inspections completed before Tenant may occupy.***

\_\_\_\_\_  
Signature of APPLICANT

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Connection with application

# Fee Calculation Sheet for:

Tenant Occupancy - New Tenant/No Changes

Tenant Occupancy - Change of Owner Only

complete this column			
Automation Enhancement Fee	\$ 10.00		All Building Permits
Filing fee	\$ 28.00		All Building Permits
Zoning fee*	\$ 52.00		All other NonResidential permits
Health Department Review fee*	\$ 50.00	**	<b>**Walk-Through Permits - do not add this fee in column.</b> All permits except within Incorporated Towns or Walk-Throughs . If Town selects Health to review permit during the Town Review, then this fee must be paid before Health can review application.
Building fee (flat fee)	\$ 55.00		Minimum Building Fee
OLS fee (flat fee)	\$ 114.00		Minimum Office of Life Safety fee
Total of above fees only:		\$ -	<b>IMPORTANT:</b> Properties within Incorporated Towns - do not include fees with *
Excise Tax	none	none	There is no excise tax for this type of Building Permit.

Other agency fees may be applicable and are not included in this fee calculation sheet.

Checks are made payable to: Frederick County.

All fees as indicated above are due at time of application submittal.